

DEPARTMENT FOR MENTAL HEALTH AND MENTAL RETARDATION SERVICES

SUBJECT: Mandatory Overtime

PRACTICE: This facility is a twenty-four (24) hour, seven (7) day per week operation that requires staff coverage at all times to maintain a safe and secure environment for patients, residents, clients, consumers, staff and visitors. To ensure adequate staff is present, employees (to include direct care and others as designated by facility management) will be required to work overtime as needed.

PROCEDURE:

1. Facility management will require individuals to work overtime, as needed, to maintain a safe and secure environment and to maintain services.
2. There will be a mandatory overtime list for direct care staff. This list will be maintained in a rotating manner to ensure employees are scheduled in a fair and consistent manner. The method of notification to direct care employees will be the responsibility of facility management. Other employees who are not considered 'direct care' may be required to work overtime based on the circumstances and need as determined by management.
3. Before mandatory overtime is required, a call for volunteers (*procedure to be determined by each facility*) is to be utilized. Should an employee volunteer, their name will be taken out of order on the mandatory overtime list and placed at the bottom of the list. Should there be more than one employee who volunteers, *and works*, their names will be placed on the bottom of the list in the order in which they volunteered. Should there be no volunteers, mandatory overtime is to be initiated.
4. Should management determine that an employee may be released from mandatory overtime, the employee must have worked a minimum of 15 minutes to be credited for working a turn of mandatory overtime and have their name placed at the bottom of the list. This is ONLY for instances where mandatory overtime is ruled unnecessary, e.g., staffing levels increase, employees reporting late for work, etc. However, for other instances of an employee not working a full shift of mandatory overtime, e.g., sudden onset of illness, the employee must work a minimum of four (4) hours to be credited for a turn. Their name will then be placed at the bottom of the mandatory overtime list. Should there be more than one employee who must work overtime, the names will be put at the bottom of the list in the order in which they were notified.

5. Employees will only be allowed to work double shifts on two (2) consecutive days.
6. Requests for sick leave, after notification of the need to work mandatory overtime, must be supported by a physician's statement. Physician's statements must be submitted at the beginning of the employee's next scheduled shift. Should the statement not be received at the next scheduled shift, the failure to work mandatory overtime will be considered a refusal and be subject to disciplinary action.
7. Refusals to work mandatory overtime will result in a request for disciplinary action. Discipline will be progressive in nature:

1 st refusal	3 day suspension
2 nd refusal	5 day suspension
3 rd refusal	dismissal

01/16/03